

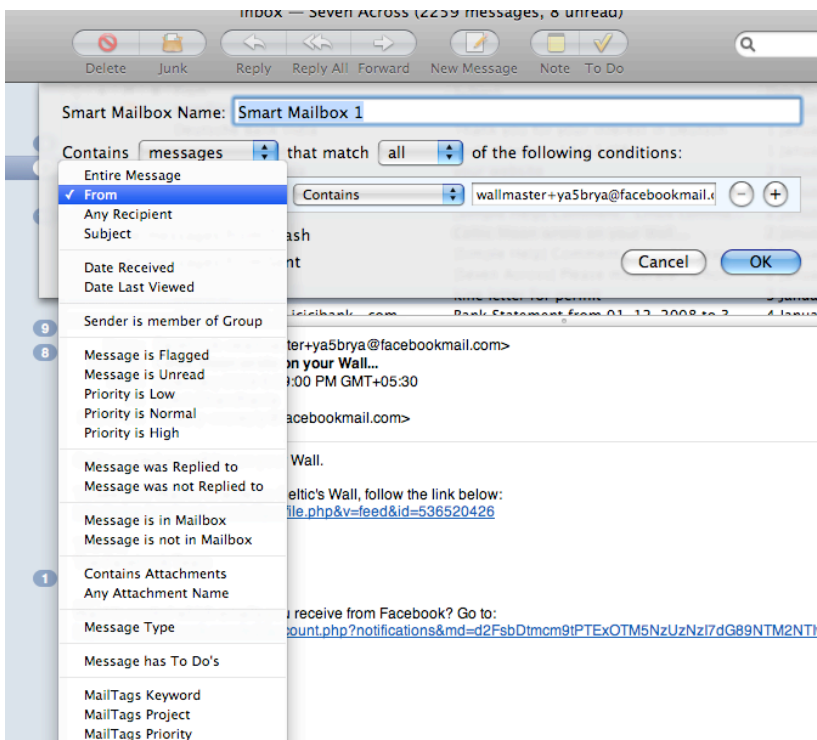
How to Create Smart Mailboxes in Mac Mail

Mac Mail is a really handy email client. One of the really neat features of the Mail application are Smart Mailboxes. Let's take a look at what smart mailboxes can do to enhance your productivity.

Using smart mailboxes you can create virtual folders to help organize your mail. This feature allows you to sort your email based on a set of rules that you define. So you can create a smart folder to collect all your unread mails, one to collect all the mails from your boss or from a certain project. You can setup the rules based on a number of criteria. To get started let's create two smart folders in Mail. The first folder will contain all of today's emails, while the second will contain all emails from your boss.

Head over to Mac Mail and click on the **Mailbox** in the toolbar. Pick the **New Smart Mailbox...** option.

A window like the one in the image below will pop up. This is where all the magic happens. This is where you configure the name of the Smart folder you want to create and set all the rules by which you want to filter the mails that get here. Take a quick look at the list of the options by clicking on the drop down menu at the left of the third row, like in the image below:



As you can see there are many options to create the filter – you can create complex rules. But for this exercise we will create two simple smart folders. Let's first create a smart folder to show us today's incoming mails.

Enter a name like **Today's Mail** in the **Smart Mailbox Name:** field.

Select the criteria for mail to be placed in that Smart Mailbox

That's it, your first smart mailbox is set up. Click on it to test it out. It might take a few seconds to get the data.

